

# Collin County Development Services

## OSSF CONSTRUCTION INFORMATION SHEET

### REQUIRED DOCUMENTATION (Bring ALL at time of Application)

- (1) Completed current application.
- (2) Copy of the deed with property description.  
**This document can be obtained at the Collin County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX or from: <http://countyclerkrecords.co.collin.tx.us/webinquiry/>**
- (3) Copy of subdivision plat or abstract map with lot or tract highlighted. Show location of construction site and permanent driveway entrance.  
**The plat can be obtained from the CCAD website: <http://www.collincad.org>. The abstract map can be obtained from the County Clerk's office or website shown above.**
- (4) **ORIGINAL** Site Evaluation to determine type of On-Site Sewage Facility (OSSF).
  - a). If an aerobic system is installed, you need a Service Contract and a filed Affidavit to the Public. **A TCEQ license is required for all OSSF installations and repairs.**
- (5) Completed 9-1-1 Rural Address Application (if property is vacant).
- (6) Completed Culvert Application if applicable.
- (7) **ONE** set of construction plans including electrical and plumbing.

Pursuant to Court Order #2009-516-07-13, Collin County requires that, no later than ten days after the date of the final inspection, a minimum of three inspection reports, by a private third party inspector, will be required showing inspections have been passed. Once we have the inspection reports, we will notify the Power Company to release power. Manufactured homes are excluded.

**\*\*Building codes, currently in effect for unincorporated Collin County, are located on our webpage.**

**Allow 3-5 days from when you submit your 911 application to receive your 911 address.**

### REVIEW PROCESS

- (1) Determine if construction site is in a flood plain.
- (2) Determine if site is affected by Collin County Subdivision Regulations or the subdivision regulations of any municipality.
- (3) Verify site has proper frontage to a public roadway.
- (4) On-Site Sewage Facility review.
- (5) Review construction plans. Our Office retains plans.

**Allow 6-8 working days after address assignment for the review process to be complete, however, the review process can take up to 2 weeks depending upon certain circumstances.**

***Development Services will notify you when your permit is ready to be picked up. All applicable fees will be paid at the time you pick up your permit(s). Permits are issued in the name of the OWNER of the property.***

***Permits not picked up within one year from date of Application will not be retained.***

### FEES:

New OSSF (no maintenance)	\$310.00
New OSSF (maintenance)	\$335.00
Culvert Permit	\$ 18.00

### WHAT IS REQUIRED TO SCHEDULE AN INSPECTION?

- (1) Permit(s) and 9-1-1 address **MUST** be posted and visible from the road.
- (2) Site **MUST** be accessible during any scheduled inspection.
- (3) Work for requested inspection **MUST** be completed.
- (4) When you call in for inspection you **MUST** have your permit number, address, name on permit and the name of your power provider.

**We will reinspect one time at no charge. A \$75 fee will be charged for additional inspections. This fee must be paid before you can schedule further inspections.**